

# Glenn County Board of Supervisors

Charles Harris, Sr. District 1  
Gary Freeman, District 2  
Dick Mudd, District 3

## MEETING MINUTES

Denny Bungarz, District 4  
Keith Hansen, District 5  
Norman Herring, County Counsel

**September 7, 1999**

The Chairman of the Board of Supervisors of the County of Glenn, State of California, called the meeting to order at 9 a.m., with members as follows:

**Present:** Supervisors Freeman, Hansen, Harris, Mudd, and Bungarz (Chairman)

**Also Present:** Norman Herring, County Counsel  
Sandra Pergson, Deputy Clerk  
Debbie Lambert, Technician

### THE PLEDGE OF ALLEGIANCE WAS RECITED

#### **1. Minutes**

**Matter:** Approve the Minutes of August 26, 1999 and August 31, 1999.

**Proceedings:**

a. On motion of Supervisor Freeman, seconded by Supervisor Harris, it was ordered to approve the minutes of August 26, 1999, with correction to item 1 (c) reflecting Supervisor Freeman participated in the presentation, by the following **Vote:**  
Ayes: Supervisors Freeman, Harris, Bungarz and Mudd  
Abstain: Supervisor Hansen

b. On motion of Supervisor Freeman, seconded by Supervisor Mudd, it was unanimously ordered to approve the Minutes of August 31, 1999.

#### **2. Consent Calendar**

**Matter:** Review and take actions related to the Consent Calendar set forth on Attachment "A."

**Motion/Second:** Supervisor Mudd/Supervisor Harris

**Order:** Approve Consent Calendar as set for in [Attachment "A"](#)

**Vote:** Unanimous.

#### **3. Unscheduled Matters**

**Matter:** Receive comments from the audience, staff and Board members, and if deemed necessary, refer the subject matter to the appropriate department for follow-up and/or schedule the matter on a subsequent Board agenda.

**Proceedings:**

- a. Various meeting reports were given and issues discussed by the Board
- b. Later this date, Director of Taxpayers Association Paul Heyrend distributed the Constitution of the United States to each Board Member.

#### **4. Health Services**

**Matter:** Recommendation of Health Services Director Mike Cassetta to authorize Director to execute Agreement with Douglas A. Schrauth for term from July 1, 1999 through June 30, 2000 for training and consultation services for the Health Services fiscal staff.

**Motion/Second:** Supervisor Mudd/Supervisor Harris

**Order:** Approve aforesaid matter

**Vote:** Unanimous.

## **5. Public Works & Development Services Agency**

**Matter:** Recommendation of Public Works & Development Deputy Director John Benoit to approve reimbursement of \$21.50 to Lora Ceccon for a personal purchase of book for Glenn Communities Working Together Committee, which funds will be reimbursed back to the County through a Federal Forest Service Grant.

**Motion/Second:** Supervisor Freeman/Supervisor Mudd

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

## **6. Miscellaneous**

**Matter:** Pursuant to Minute Order 18 of August 17, 1999, review and approve letter to Northern California Water Association supporting policy statement adopted by the NCWA entitled "Northern California Water Association Land Acquisition Policy".

**Motion/Second:** Supervisor Hansen/Supervisor Freeman

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

## **7. Sheriff-Coroner**

**Also Present:** Bob Shadley, Sheriff-Coroner

**Matter:** Recommendation of Sheriff Shadley to:

- a. Authorize the electronic submission of 1999 application for Local Law Enforcement Block Grant from Bureau of Justice Assistance for \$17,882.00 with local match of \$1,788.00; and
- b. Authorize Sheriff as designee for future applications.

**Proceedings:** Mr. Shadley reviewed the above matter

**Motion/Second:** Supervisor Freeman/Supervisor Hansen

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

## **8. Sheriff-Coroner**

**Also Present:** Bob Shadley, Sheriff-Coroner

**Matter:** Recommendation of Sheriff Shadley to:

- a. Approve fees associated with licenses to carry a concealed weapon, as set forth therein; and
- b. Authorize Sheriff to execute Agreement with Robert White for Administrative Assistance, to conduct background investigations on all applications for concealed weapons licenses commencing September 1, 1999 through August 31, 2000.

**Proceedings:**

- a. Mr. Shadley reviewed the above matter
- b. Director of Association of Taxpayers Paul Heyrend advised that crime declines as permits to carry concealed weapons increase, and commended Mr. Shadley for the good work he is doing;
- c. Supervisor Hansen praised the four hour gun safety class required to receive a concealed weapon permit

**Motion/Second:** Supervisor Freeman/Supervisor Hansen

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

**9. Finance**

**Matter:** Recommendation of Director of Finance Joe Sites to approve request for Discharge of Accountability pursuant to Section 6.06.02 of the Administrative Policies and Procedures for collection of the following items:

Department	Amount	Item
Public Works	\$ 54.56	Schooling of area - Broom Stone Ridge Dr/Don Ward
Public Works	\$581.14	Hauling of containers/Glenn County Search & Rescue

**Proceedings:** Mr. Sites reviewed the above matter, and Supervisor Hansen advised the \$581.14 was charged to Glenn County Search and Rescue, a volunteer organization

**Motion/Second:** Supervisor Hansen/Supervisor Harris

**Order:** Approve the discharge of \$581.14, and hold over the \$54.56 item for Joe Sites to bring back to the board

**Vote:** Unanimous.

**9:59 a.m. - The Chairman Called the Meeting in Recess**

**10:03 a.m. - The Chairman Called the Meeting to Order**

**Adjourn to a meeting of the Air Pollution Control District**

**10. Public Hearing**

**Also Present:** Ed Romano, Agricultural Commissioner  
Candis Woods, Administrative Assistant

**Matter:** Pursuant to Affidavit of Publication on file in the County Clerk's Office hold Public Hearing for the following budgets:

a. Air Pollution Control District Budget

Hold Public Hearing to consider adoption of the 1999/2000 Air Pollution Control District Budget.

(1) Recommendation of Mr. Sites to:

Adopt Resolution 99-132 *"Adopting the 1999-2000 Air Pollution Control District Budget"*.

**Proceedings:**

(a) The Chairman opened the aforesaid matter for public hearing;

(b) Mr. Romano and Ms. Woods reviewed the aforesaid matter;

(c) The Chairman opened the hearing to public comments; whereupon, Director of Association of Taxpayers Paul Heyrend inquired why the number of employees in Air Pollution have increased since the District was implemented when the majority of pollution comes from surrounding areas and is impacted by the number of vehicles traveling through Glenn County, and the Air Pollution Control District is not able to solve the problem by increasing the budget; whereby, Supervisor Hansen advised the State Air Pollution Resource Board mandates the Air Pollution's job requirements, and Mr. Romano has worked hard at reducing requirements at the State level;

(d) The Chairman closed the hearing to public comments;

(e) The Chairman asked Clerk for exhibits, whereupon no exhibits were submitted;

(f) On motion of Supervisor Freeman, seconded by Supervisor Harris, it was ordered by the following vote to conclude hearing, decide matter, and adopt Resolution 99-132:

Ayes: Supervisors Freeman, Mudd, Hansen, and Bungarz  
Noes: Supervisor Harris

### **Adjourn to a meeting of the Board of Supervisors**

**Also Present:** Joe Sites, Director of Finance  
Cathy Ehorn, Automated Account Systems Administrator

b. County of Glenn Final Budget  
Hold Public Hearing to consider adoption of the 1999/2000 County of Glenn Final Budget.

(1) Recommendation of Mr. Sites to:  
Adopt Resolution 99-133 "*Adopting 1999-2000 Final Budget*".

#### **Proceedings:**

- (a) The Chairman opened the aforesaid matter for public hearing;
- (b) Mr. Sites reviewed the aforesaid matter, stating the report reflects the changes the Revenue, Expenditure and Fiscal Committee recommended, which were approved by the board;
- (c) The Chairman opened the hearing to public comments
- (d) Director of Association of Taxpayers Paul Heyrend expressed concern about lack of funds budgeted towards secondary roads, and inquired about the ordinance which linked the employee pay increases to Social Security; whereupon Personnel Director John Greco advised the ordinance was rescinded after introduction when the Tax Payers Association objected to it, and that it was not replaced;
- (e) The Chairman closed the hearing to public comments;
- (f) The Chairman asked Clerk for Exhibits, whereupon no exhibits were submitted;
- (g) On motion of Supervisor Mudd, seconded by Supervisor Freeman, it was ordered to close hearing, decide matter, and adopt Resolution 99-133 by the following vote:

Ayes: Supervisors Harris, Freeman, Mudd, and Bungarz  
Noes: Supervisor Hansen.

**11:08 a.m. - The Chairman Called the Meeting in Recess**

**11:14 a.m. - The Chairman Called the Meeting to Order**

## **11. Public Hearing**

**Also Present:** Ray Cavier, Animal Control Officer

**Matter:** Pursuant to Affidavit of Publication on file in the County Clerk's Office, hold Public Hearing to consider suspension of animal pound holding periods pending implementation of County plan to comply with state legislation, and adopt Resolution 99-134 "*Regarding Suspension of Animal Pound Holding Periods Pending Implementation of County Plan to Comply with State Legislation*".

**Proceedings:**

- a. The Chairman opened the aforesaid matter for public hearing;
- b. Ray Cavier reviewed the aforesaid matter, advising that Dr. Burnham is increasing his holding facility, but requires the Resolution to authorize additional time to complete the addition and purchase additional kennels;
- c. Norm Herring spoke regarding SB 90 requirements for the above Resolution;
- d. The Chairman opened the hearing to public comments; whereupon no comments were heard;
- e. The Chairman closed the hearing to public comments;
- f. The following was entered into record:

Document	Staff Exhibit
Letter dated August 16, 1999 from Animal Control Officer Raymond Cavier regarding SB 1785	A

- g. On motion of Supervisor Harris, seconded by Supervisor Freeman, it was unanimously ordered to conclude hearing, decide matter, and adopt Resolution 99-134.

## **12. Human Resource Agency**

**Matter:** Recommendation of Human Resource Agency Director Kim Gaghagen to approve the 1999/2000 Emergency Shelter Grant Program line item budget as follows:

Department	Service Account	Department Name	Budget Amount
Community Action	04999413	Emergency Shelter Program	\$23,964.00

**Motion/Second:** Supervisor Hansen/Supervisor Freeman

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

## **13. Miscellaneous**

**Matter:** Action letter from National Forest Counties and Schools Coalition requesting \$714.25 as Glenn County's share based on 1997 County Forest Reserve receipts of \$432,880.10, for the Forest Reserve funding crisis. (If approved, determine funding source)

**Proceedings:** Chairman Bungarz advised that Public Works & Development Services funded the above matter last year; whereupon on the motion of Supervisor Freeman, seconded by Supervisor Mudd, it was unanimously ordered to refer the above matter to the Public Works & Development Services Director Tom Tinsley for review and recommendation.

## **14. Miscellaneous**

**Matter:** Information Record of Decision for the Herger-Feinstein Quincy Library Group Forest Recovery Act Final Environmental Impact Statement, and brief overview of the FEIS

**Proceedings:** The aforesaid matter was reviewed with no action taken.

**11:26 a.m. -- The Chairman Called the Meeting in Recess to 1:00 p.m.**

**AFTERNOON SESSION**

The Chairman of the Board of Supervisors of the County of Glenn, State of California, called the meeting to order at 1:03 p.m., with members as follows:

**Present:** Supervisors Freeman, Hansen, Harris, Mudd, and Bungarz (Chairman)

**Also Present:** Sandy Kennedy, Assistant Clerk of the Board  
Debbie Lambert, Technician

**Absent:** Norman Herring, County Counsel

### **15. Resolution/Buildings & Grounds**

**Also Present:** Dan Gardner, Building Maintenance & Inspection Director

**Matter:** Recommendation of Mr. Gardner to adopt Resolution 99-131 "*Authorizing Application for the County Medical Services Program (CMSP) Governing Board Hospital Retrofit Grant Program*".

**Proceedings:**

- a. Mr. Gardner submitted and reviewed *CMSP Governing Board Hospital Retrofit Grant Program, Anchorage and Bracing of Nonstructural Components and Systems, Request for Application*; and advised that the County is responsible for anchoring and bracing nonstructural components to enhance earthquake performance;
- b. Discussion was held regarding share-of-cost with the hospital, whereupon, Mr. Gardner advised that the Memorandum of Understanding with Glenn Medical Center should be reviewed.

#### **1:05 p.m. -- County Counsel Norman Herring Entered the Meeting**

**Motion/Second:** Supervisor Mudd/Supervisor Hansen

**Order:** Adopt Resolution 99-131

**Vote:** Unanimous.

**1:13 p.m. - The Chairman Called the Meeting in Recess**

**1:27 p.m. - The Chairman Called the Meeting to Order**

### **16. Study Session**

**Also Present:** Harry Cisterman, HDC & Associates  
Bill May, HDC & Associates

**Matter:** Hold study session regarding County-wide Classification and Compensation Study with Harry Cisterman, and Bill May from HDC & Associates to outline and answer questions regarding study

**Proceedings:**

a. Mr. Cisterman and Mr. May advised that the Employee Orientation will be held September 13 and 14, 1999, at which time the Classification process will be described, with employee interviews to begin the first week of October, which will be held individually or in groups for employees with the same job descriptions; and the following information was reviewed:

- (1) The purpose of the Classification Study is to:
  - (a) Update Classification Specifications as necessary
  - (b) Consolidate Classes where appropriate
  - (c) Determine appropriate placement of positions in the organization
  - (d) Establish internal equity between all job classes in County
- (2) The process of the Classification Study is as follows:
  - (a) Completing position description questionnaires

- (b) Conducting Employee interviews
- (c) Developing Classification Specifications
- (d) Reviewing the results by the Classification Implementation Committee
- (e) Final Classification Specifications

(3) Performance Description Questionnaires are:

- (a) Not an evaluation of performances
- (b) Can not be changed by immediate supervisors when signed off
- (c) Asks for Supervisors comments
- (d) Is an open document which employees are free to review;

b. Health Services Director Mike Cassetta stated his concern of having adequate time to review each Questionnaire before signing off as department head; whereupon Mr. May advised that a designee could be authorized to sign on his behalf;

c. Discussion was held regarding freezing future changes in job specifications until the Classification Study is completed;

d. Mr. May advised the Survey Agency Data used for comparison purposes will be gathered from Yolo, Sutter, Butte, Tehama, Colusa, Yuba, and Shasta Counties, and is based on the labor markets and proximity;

e. Upon further discussion, the Chairman thanked Mr. Cisterman and Mr. May for their review; whereupon no action was taken on this matter.

17. The Chairman adjourned the meeting at 2:18.

## ATTACHMENT 'A'

### **2. Consent Calendar**

**Matter:** Review and take actions related to the Consent Calendar

**Motion/Second:** Supervisor Mudd/Supervisor Harris

**Order:** Approve Consent Calendar as set for in Attachment "A"

**Vote:** Unanimous.

- a. Approve Dispositions of County Property, as recommended by the Department Heads:

Department	Description	Tag #	Disposition
Sheriff Civil Division	NEC Printer	1356	Scrap